

How to Submit Proposed Documents in Counties Other than Maricopa and Pima

Submitting a Proposed Order or Proposed Judgment as a connected (supporting) document

Allowed formats: docx, odt

1. On the 'Documents', click the 'Add Lead' link

Filter Case Information Documents ServiceList Fees and Payments Review and Submit								
Uploaded Documents								
#	Document	Document Type	Target Case Participant	Filing Fee	Application Fee	Pages	File	Size (MB)
	Add Lead							
Total				\$0.00	\$0.00	0		0.0000

2. Add your main / lead document. If no other main documents are needed, a proposed document can be submitted as an attachment to one of the following main / lead documents:

- Notice of Filing: Proposed Order
- Notice of Filing: Proposed Judgment
- Notice of Filing: Proposed Notice of Hearing

- a. Select the Document Category and Document Type that best describes your lead document

Lead Document at the end

Document #:

New Document

Filing Fee:

\$0.00

Clear

Search:

Document Category:

Document Type:

b. Attach your lead document

<input type="checkbox"/> Filing Objection	<input checked="" type="checkbox"/> Filing Order	<input type="checkbox"/> Filing Petition	<input type="checkbox"/> Filing Reply
<input type="checkbox"/> Filing Report	<input type="checkbox"/> Filing Request	<input type="checkbox"/> Filing Response	<input type="checkbox"/> Filing Service
<input type="checkbox"/> Filing Statement	<input type="checkbox"/> Filing Stipulation	<input type="checkbox"/> Filing Subpoena	<input type="checkbox"/> Filing Summons
<input type="checkbox"/> Filing Transcript	<input type="checkbox"/> Filing Waiver	<input type="checkbox"/> Foreign Judgment	<input type="checkbox"/> Hearing
<input type="checkbox"/> Hearing On Default	<input type="checkbox"/> Hearing On Injunction Against Harrassment	<input type="checkbox"/> Hearing On Injunction Against Workplace Harassment	<input type="checkbox"/> Impending Destruction Of Exhibits
<input type="checkbox"/> Impending Dismissal	<input type="checkbox"/> Joint Alternative Dispute Resolution Statement To The Court	<input type="checkbox"/> Last Notice	<input type="checkbox"/> Lawsuit And Request For Waiver Of Service Of Summons
<input type="checkbox"/> Limited Scope Representation	<input type="checkbox"/> Lis Pendens	<input type="checkbox"/> Lodging	<input type="checkbox"/> Noncompliance

9 - 16 of 24 items

* Document Title:

Pages:

* Upload:

3. Add your proposed document as a Connected document

a. Click the 'Add Connected' link under the lead document

Uploaded Documents

#	Document	Document Type	Target Case Participant	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead							
1	Remove	NOTICE OF FILING ORDER		\$0.00	\$6.50	0	C:\Users\jporter\Documents\Test Documents\TESTING AND TRAINING DOCUMENTS\DOCX-Notice.docx	0.0146
	Add Connected							

b. Select the appropriate document type from the following:

- Proposed Hearing
- Proposed Judgment
- Proposed Order

A. Enter the document title without special characters.

B. Press the 'Browse' button. A pop-up window will open. Select your saved file from the 'Choose File to Upload' dialog box and press the 'Open' button. You can upload any single file up to 9.5MB.

C. Press the 'Save' button. The Add Connected Document window will automatically close.

- c. Depending on the size of the document, a progress bar may appear under the size column next to the name of the document. Wait for this bar to disappear before continuing.

#	Document	Document Type	Target Case Participant	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead							
1	Remove	NOTICE OF FILING ORDER		\$0.00	\$6.50	0	C:\Users\porter\Documents\Test Documents\TESTING AND TRAINING DOCUMENTS\DOCX-Notice.docx	0.0146
	Remove	PROPOSED HEARING		\$0.00	\$0.00	0	C:\Users\porter\Documents\Test Documents\TESTING AND TRAINING DOCUMENTS\DOCX-ProposedOrder.docx	

Once the document is successfully uploaded, the bar will disappear, and the document size will be displayed:

#	Document	Document Type	Target Case Participant	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead							
1	Remove	NOTICE OF FILING ORDER		\$0.00	\$6.50	0	C:\Users\porter\Documents\Test Documents\TESTING AND TRAINING DOCUMENTS\DOCX-Notice.docx	0.0146
	Remove	PROPOSED HEARING		\$0.00	\$0.00	0	C:\Users\porter\Documents\Test Documents\TESTING AND TRAINING DOCUMENTS\DOCX-ProposedOrder.docx	0.0164